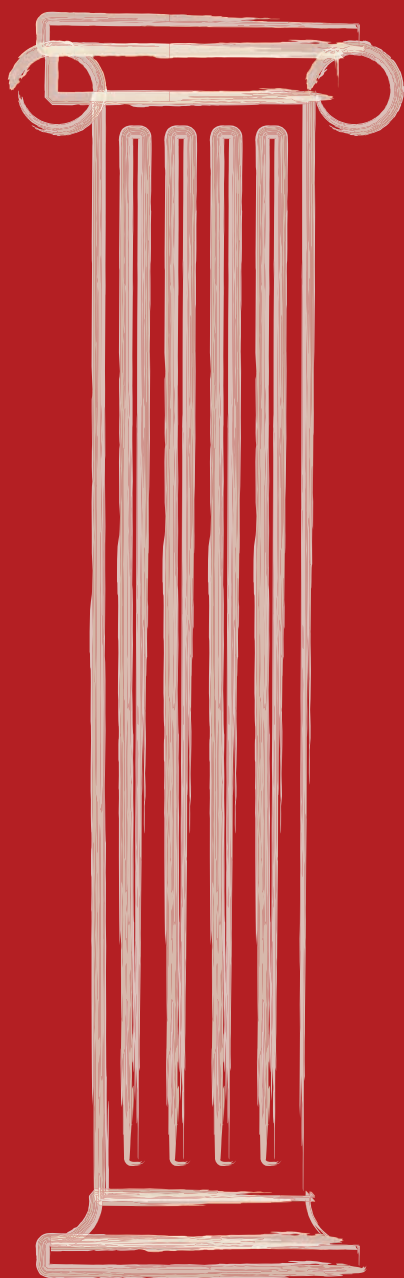




THE FORUM



VIRGINIA'S LABOR MARKET &
OCCUPATIONAL INFORMATION
NEWSLETTER

Volume 7, Number 1 Spring 2007



How to Find Your Job Skills When You've Never "Had a Job"

Many young people think they don't have job skills because they've never had a job with a paycheck. What people often don't realize is that they do have

job skills just through their education, spare time, and normal life experiences.

Education

- taking a journalism class
- learning how to design web pages in computer technology class
- drama class for four years of high school
- taking a foreign language for four years of high school
- achieving United States Sports Academy (USSA) Lifeguard and Red Cross cardiopulmonary resuscitation (CPR) certifications

Spare Time Activities

- playing team sports
- watching lots of movies
- skate boarding every spare moment of the day since 4th grade
- reading several non-assigned books per month
- playing in a band with a groups of friends
- participating in school activities, such as the debate team, yearbook, peer mentoring program, French club or science club
- sewing Halloween costumes for siblings and friends

Continued on page 2

In this issue:

How to Find Your Job Skills	1-2	Cover Letter Magic	6
Job Outlook for the Class of 2007	3-4	Products Order Form	7
What Your TV Favs Would Earn in the Real World	5-6	People Are Asking	8
		25 Words That Can Hurt Your Résumé	8

How to Find Your Job Skills *(continued from page 1)*



- engaging in hobbies such as writing, painting, wood-working, cooking
- taking the school trip to Washington, D.C. *(or any kind of travel)*
- leadership in a church youth group

Life Experiences

- growing up in a busy family
- working in odd jobs for family and neighbors, such as raking leaves, cleaning rain gutters, pet sitting, cleaning swimming pools, or yard care
- volunteer work, such as at a retirement center, teaching swimming lessons or at a local elementary school
- summer yard care business or summer house sitting
- babysitting
- tutoring peers or younger students
- helping a parent with a home business sending out billing statements, filing, etc.
- active in Boy Scouts or Girl Scouts
- spending hours on the computer and mastering a number of software programs

Everything you do gains you skills that can be translated to work skills. For example, if you have grown up in a busy family, you may have learned how to manage people, organize activities, and develop time-management skills. These are all qualities businesses are looking for in their employees.



As you make a list of your educational, spare time, and life experiences, think of ways they have taught you skills and provided you with valuable knowledge that employers will appreciate.

Source: CareerKids.com.





Job Outlook for the Class of 2007

Post-college job pastures are going to get even greener in 2007—17.4 percent greener, to be exact. That's how much the National Association of Colleges and Employers (NACE) predicts college hiring will increase in 2007, making it the fourth straight year that new graduate hiring is expected to grow by a double-digit percentage.

According to the fall preview of NACE's "Job Outlook 2007" survey, employers cite company growth, retiring employees, and high job turnover as key reasons for the rise in hiring.

So which area of the country is projected to experience the most significant boost? It appears the class of 2007 should consider heading south, where hirers plan to increase employment of recent graduates by a whopping 25.5 percent (bringing the total amount of southern employers intending to recruit new grads to 60 percent). The West doesn't lag far behind, with a 23 percent predicted bump in jobs for fresh grads.

And it looks like students with good "people" skills will really benefit when they join the workforce in 2007; among all employment sectors, the service industry is predicted to have the highest overall increase in new college hiring (with jobs in areas such as consulting, healthcare, and retail).

The Bureau of Labor Statistics' "2004-2014 Job Outlook for College Graduates" identifies numerous occupations that will have significant openings in the years ahead. The following is a list of seven prominent career fields with the job predicted to present the most opportunities to bachelor's degree graduates in each field.

Field: Arts and Writing

Job: Public Relations Specialist

What they do: Promote media's awareness of clients via publicity campaigns. Act as a liaison—often via written press releases—between clients and the public.

Median salary in 2005: \$45,020

Projected job openings from 2004-2014: 70,000

Why there will be openings: Expanding media outlets and a retiring workforce should create career opportunities for college graduates with strong communication skills.



Continued on page 4

Job Outlook for Class of 2007 (continued from page 3)

Field: Business, Finance, and Sales

Job: Accountants and Auditors

What they do: Analyze fiscal records, inform clients about tax laws, prepare financial and statistical reports, and organize systems for recording expenditures.

Median salary in 2005: \$52,210

Projected job openings from 2004-2014: 486,000

Why there will be openings: Rising personal incomes and increased regulation of financial activity should augment the need for accountants and auditors.



Field: Computers and Engineering

Job: Computer Software Applications Engineers

What they do: Develop, analyze, and modify computer applications software for optimal operational efficiency.

Median salary in 2005: \$77,090

Projected job openings from 2004-2014: 268,000

Why there will be openings: Ever-intensifying demand for new technology is expected to drive hiring of computer engineers.

Field: Counseling and Social Science

Job: Child, Family, and School Social Workers

What they do: Provide services and assistance to improve the social and psychological functioning of children, both in and out of school, as well as their families.

Median salary in 2005: \$35,250

Projected job openings from 2004-2014: 98,000

Why there will be openings: As schools and parents continue to see the benefits of counseling, demand for social workers is expected to grow.

Field: Education

Job: Elementary School Teachers (except special education)

What they do: Teach public or private elementary school students academic and social skills.

Median salary in 2005: \$44,040

Projected job openings from 2004-2014: 587,000

Why there will be openings: In addition to the large number of educators that are expected to retire, there is also a trend toward smaller class sizes that will result in employment opportunities for teachers.

Field: Healthcare

Job: Registered Nurses

What they do: Assess and respond to needs of ill and injured patients, implement care plans, and maintain medical records.

Median salary in 2005: \$54,670

Projected job openings from 2004-2014: 712,000

Why there will be openings: An aging population will require an increased number of healthcare providers.

Field: Science

Job: Chemists

What they do: Conduct chemical analyses and experiments, often in order to develop new products or knowledge.

Median salary in 2005: \$57,890

Projected job openings from 2004-2014: 33,000

Why there will be openings: Many scientists are expected to retire, resulting in a shrinking workforce that will need to be replaced.

Source: Meg Donohue, CareerBuilder.com; statistics provided by the Bureau of Labor Statistics.





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What Your TV Favs Would Earn in the Real World

Ever notice how most TV characters dress in upscale duds and live in either gorgeous Manhattan apartments or shiny suburban McMansions? Do money trees grow in the evergreen yards of Wisteria Lane, or do those perfectly-coiffed prima donnas actually earn enough to support their luxe lifestyles? And, though we don't see much of the personal lives of characters on shows like "Cold Case" and "Law & Order," one can't help but wonder how well those hard-working public servants are compensated for keeping the streets safe. Here's a look at the salaries that some of your favorite TV characters would be making if they worked in the real world:

Pam Beesly, "The Office" Receptionist

Real-life median salary: \$23,120, according to the Bureau of Labor Statistics (BLS)

Although Pam is the object of her co-workers' affections, she can rest assured that the men who love her aren't gold diggers. Luckily, she lives in a small Pennsylvania town where her petite paycheck stretches a bit further than it would if she lived in, say, Manhattan.

Denny Crane, "Boston Legal" Partner, Law Firm

Real-life median salary: \$210,000, according to CBSalary.com

Denny's eccentric habits don't put a dent in his income, which, as the founding partner of his law firm, is likely quite substantial. With an enlarged ego to match his puffed up paycheck, Denny spends his money on cigars, scotch, and women.

Betty Suarez, "Ugly Betty" Executive Assistant

Real-life median salary: \$37,810, according to the BLS

As an assistant in a notoriously low-paying media niche (fashion magazines), it's possible that Betty is taking home much less than the average salary for assistants. These fashion editorial positions do often come with perks like clothing allowances, but it's clear Betty prefers ponchos to Prada.

Lynette Scavo, "Desperate Housewives" Advertising Executive

Real-life median salary: \$50,000, according to Payscale.com

Lynette has a lot of work experience under her belt, so it's likely she makes more than the national median for

advertising executives. But does she make enough to pay for a large Wisteria Lane home, four children, and a husband who'd like to open a pizza parlor? Far less likely.

Dr. Meredith Grey, "Grey's Anatomy" Surgical Resident

Real-life median salary: \$37,000, according to an American Medical Association report

As one of the rare medical residents with free board (she lives in her mother's house), Meredith doesn't appear to have a lot of expenses beyond her ever-expanding tab at the local dive bar. And, with (possible) medical school loans to repay, that's a seriously good thing.



abc.com ©abc

Jim, "According to Jim" Owner, Construction Company

Real-life median salary: \$73,000 for a construction project manager, according to CBSalary.com

As a business owner, Jim probably earns upward of the median salary for a construction project manager. Though he works hard, he gets the pleasure of being his own boss, and can crack jokes all the way to the bank.

(Continued on page 6)

What Your Favs Would Earn... (continued from page 5)

Detective Lilly Rush, "Cold Case" Police Detective

Real-life median salary: \$44,000, according to CBSalary.com

As a Philly homicide detective, Lilly's salary doesn't allow much room for luxuries. But then again, since Lilly's virtual travels take her only to the past (exploring long-unsolved crimes), she can afford to pack lightly.

Arthur Branch, "Law & Order" District Attorney

Real-life salary: The current New York County District Attorney makes \$150,000 per year, according to New York magazine.

Arthur Branch has the final say on "Law & Order," and his six-figure salary means that he can afford to go out to a five-star meal at the end of a long day at the courthouse. But could he afford to own property in a city where the average price of an apartment is over \$1 million? That's another story entirely.

Lorelai Gilmore, "Gilmore Girls" Inn Owner

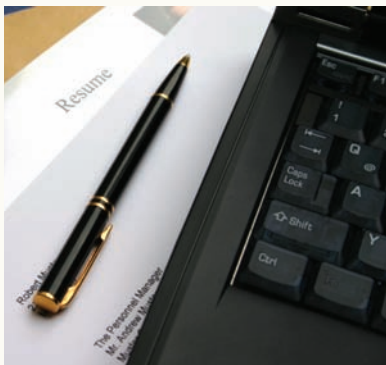
Real-life median salary: \$47,420 for a lodging manager, according to the BLS

It's tough to guess the income of an inn owner in a fictional town, but the annual median salary for a lodging manager gives us a starting point for imagining Lorelai's paycheck. Since she doesn't pay for her daughter Rory's college tuition (Rory's newly rich dad covered that), most of Lorelai's income appears to fuel her caffeine addiction.

Source: Meg Donohue, CareerBuilder.com 2007.

In order to succeed, your desire for success should be greater than your fear of failure.

—Bill Cosby



Cover Letter Magic: 4 Ways to Ask for a Job Interview—and Get It!

Just how important is it to ASK for the job interview clearly and directly in your cover letter?

IT'S EVERYTHING!

So the question remains: how effectively are you ASKING? The following four ways will help you nail down many more job interviews. Try them all and see which ones work best for you.

FOUR Surefire Ways to Effectively Ask for the Job Interview in Your Cover Letter

1. **Attract attention with a great headline using Bold Title Caps right below the greeting in your cover letter.**

May We Meet in Person to Discuss This Position?

2. **Focus on your qualifications in the beginning of your letter.** I feel confident I'm one of the applicants best suited for this position. I'd welcome the opportunity to meet you in person so we can discuss how I might best be suited to help [company name]. Here are some of the responsibilities I've held over the past five years.
3. **Be specific about time in your final paragraph.** I'd like to schedule an interview with you in the next two weeks. What day and time work best for you? I promise to keep our meeting short and specific.
4. **Communicate enthusiasm at the end of your letter.** I'm excited about meeting you in person to discuss my qualifications. You can reach me immediately on my cell phone: 555-555-5555. Thanks again for your time.

Give up the "wait and hope" job search technique. Use the "ask for the interview" method instead, and you will land quality meetings that bring results! Take charge of your future now by asking for what you want.

Source: Jimmy Sweeney, president of CareerJimmy and author of the new, [Amazing Cover Letter Creator](#).

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THE FORUM is a quarterly newsletter of the Virginia Employment Commission. It is produced and distributed by the Virginia Employment Commission in Richmond. Articles are prepared by Marilyn Baker, program support technician senior. Layout, graphics and design by Linda Simmons.

The Virginia Employment Commission is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Editorial comments, change of address information, and publication requests should be sent to:

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_____ **Industry and Occupational Employment Projections: Statewide and Workforce Investment Areas (WIA) 2002-2012***

_____ **Job Interview Pocket Résumé**—small tri-fold résumé that fits in a wallet or pocket

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_____ **Virginia's Mid-Atlantic Guide to Information on Careers (MAGIC)**—contains information on job training, education, job-seeking, and careers
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_____ **Virginia Job Outlook**—top occupations, growth rate, and annual average salaries by educational attainment

_____ **Virginia Labor Market Information Directory***—listing and description of VEC publications, products, special services, and data delivery systems **Temporarily Out of Stock**

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Occupational Wage Data Report: 2005*

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Local Workforce Investment Areas

Virginia Metropolitan Wage Data (MSAs)

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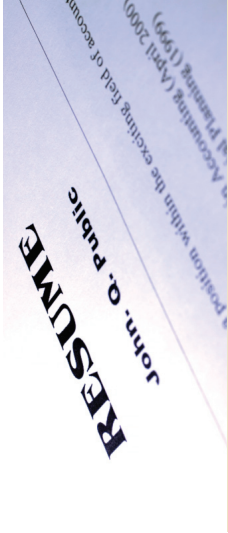
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25 Words That Can Hurt Your Résumé

So, you're experienced? Before you advertise this in your résumé, be sure you can prove it.

Often, when job seekers try to sell themselves to potential employers, they load their résumés with vague claims that are transparent to hiring managers, according to Scott Bennett, author of "The Elements of Résumé Style" (AMACOM). By contrast, the most successful job seekers avoid these vague phrases on their résumés in favor of accomplishments.

Instead of making empty claims to demonstrate your work ethic, use brief, specific examples to demonstrate your skills. In other words—show, don't tell.

Bennett offers these examples:

Instead of... "Experience working in fast-paced environment"
Try... "Registered 120+ third-shift emergency patients per night."

Instead of... "Excellent written communication skills"
Try... "Wrote jargon-free User Guide for 11,000 users."

Instead of... "Team player with cross-functional awareness"
Try... "Collaborated with clients, A/R and

Source: Laura Morsch, CareerBuilder.com.

People Are Asking... What is SnagAJob.com?

SnagAJob.com is the nation's largest job site for part-time and full-time hourly jobs. It offers an array of innovative services designed to simplify the hourly job recruiting process for both job seekers and employers. SnagAJob.com is based in Richmond, Virginia.



SnagAJob.com clients span the retail, restaurant, and service industries. Current clients include The Home Depot, Target, Wendy's, FedEx, Boston Market, Disney, Chick-fil-A, Bed, Bath & Beyond, Jiffy Lube, Rite-Aid, Michaels, Friendly's, PNC Bank, HMS Host, Jackson Hewitt, and Dunkin' Brands.

For more information on SnagAJob.com, go to www.snagajob.com.

Source: SnagAJob.com.

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VIRGINIA'S LABOR MARKET & OCCUPATIONAL INFORMATION NEWSLETTER

Virginia Employment Commission

Labor Market & Demographic Analysis

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